

## HUMAN RESOURCES BULLETIN 99-12

### Sustaining Base Leadership and Management Program (SBLM), Class 00-1

Nominations for Class 00-2 (23 May – 11 Aug 00) are due to CELRD-HR not later than 5 Nov 99. SBLM is designed for high caliber employees who occupy or have potential to assume key leadership positions. Application procedures and forms are provided in the HQDA Catalog of Civilian Training, Education and Professional Development Opportunities. This catalog is available on the Army Civilian Personnel Online webpage (<http://www.cpol.army.mil>).

### The FY2000 Army Civilian Training, Education and Development System (ACTEDS) Catalog

The FY2000 catalog is now available for access on the Civilian Personnel Online webpage, <http://www.cpol.army.mil>. The catalog lists a variety of developmental opportunities, points of contact, and application procedures and forms relative to career program development.

### Final Regulations On Payment of A Lump Sum for Annual Leave

OPM has issued guidance establishing a uniform government-wide policy on calculation and payment of lump sums for accrued and accumulated annual leave for employees who separate from Federal service. The guidance clarifies the principle that the lump sum should equal the pay employees would have received if they had remained in their positions until their annual leave had run out. The lump sum is based on the employee's pay rate, which includes basic pay, locality pay and availability pay for law enforcement officers. Not included are hazardous duty pay, environmental differential pay, Sunday premium pay, as well as some items such as retention allowances or physician comparability allowances. Further questions may be directed to your servicing Civilian Personnel Advisory Center.

### Changing Your Life Insurance Coverage to Avoid Premium Increases

Life insurance premiums changed on 1 May 99. Most of the rates went down. However, there were three exceptions:

- Option B premiums for those age 55 to 59
- Option C premiums for those age 35 to 39
- Premiums for those who elected no reduction or only a 50 percent reduction in Basic Coverage

If you are concerned about the increase in your Basic life insurance premiums because you elected no reduction or a 50 percent reduction in this coverage, you may want to consider changing the reduction to 75 percent. This means that when you reach age 65, the value of your Basic life insurance will begin reducing until it reaches 25 percent of its original value. The reduction rate occurs at the rate of two percent per month. However, if you change to 75 percent, you cannot change back to 50 percent or to no reduction. If you are concerned about the increase in your

premiums because the rates increased for your age band or a birthday caused you to move into a new age band, you may wish to cancel all or part of your life insurance. However, if you cancel coverage, you cannot re-enroll as a retiree.

For retirees, if you want to change the reduction of your Basic life insurance to 75 percent, or want to cancel all or part of your Optional coverage to avoid higher premiums, you can do so by sending a request to:

US Office of Personnel Management  
Retirement Operations Center  
Post Office 45  
Boyers, PA 16017-0045

Current employees should discuss options and questions with their servicing Civilian Personnel Advisory Center.

WILLIAM D. ST. JOHN  
Director of Human Resources